



4310-RE-M

DEPARTMENT OF THE INTERIOR

Office of the Secretary

Proposed Renewal of Information Collection: OMB Control Number 1091-0001,

Applicant Background Survey

AGENCY: Office of Civil Rights

ACTION: Notice and Request for Comments

SUMMARY: Office of Management and Budget (OMB) regulations at 5 CFR 1320, which implement the Paperwork Reduction Act of 1995 (P.L.104-13), require that interested members of the public and affected agencies have an opportunity to comment on information collection and recordkeeping activities (see 5 CFR 1320.8 (d)). This notice identifies an information collection activity that the Office of Civil Rights, Office of the Secretary, Department of the Interior (DOI) has submitted to OMB for renewal.

DATES: OMB has up to 60 days to approve or disapprove the information collection renewal request, but may respond after 30 days; therefore, public comments should be submitted to OMB by [INSERT DATE 30 DAYS FROM DATE OF PUBLICATION IN THE FEDERAL REGISTER], in order to be assured of consideration.

ADDRESSES: Send your written comments by facsimile to 202-395-5806 or e-mail (OIRA_DOCKET@omb.eop.gov) to the Office of Information and Regulatory Affairs, Office of Management and Budget, Attention: Department of the Interior Desk Officer (1091-0001). Also, please send a copy of your comments to Department of the Interior, Office of the Secretary, Office of Civil Rights, Attn. Ophelia Anderson, 1849 C St. NW,

MS 4309 MIB, Washington, DC 20240. Send any faxed comments to (202) 208-6112, Attn. Ophelia Anderson. Comments may also be emailed to Ophelia_Anderson@ios.doi.gov.

FOR FURTHER INFORMATION CONTACT: Requests for additional information on this information collection or its Applicant Background Survey Form should be directed to U.S. Department of the Interior, Office of the Secretary, Office of Civil Rights, Attn. Ophelia Anderson 1849 C St. NW, MS 4309 MIB, Washington, DC 20240. You may also request additional information by telephone (202) 219-0805, or by email at Ophelia_Anderson@ios.doi.gov. You may also review the submitted ICR online at <http://www.reginfo.gov>. Follow the instructions to review Department of the Interior collections under review by OMB.

SUPPLEMENTARY INFORMATION:

I. Abstract

DOI is below parity with the Relevant Civilian Labor Force representation for many mission critical occupations. The Department's Strategic Human Capital management Plan identifies the job skills that will be needed in its current and future workforce. The job skills it will need are dispersed throughout its eight bureaus and include, among others, making visitors welcome to various facilities, such as parks and refuges, processing permits for a wide variety of uses of the public lands, collecting royalties for minerals extracted from the public lands, rounding-up and adopting-out wild horses and burros found in the west, protecting archeological and cultural resources of the public lands, and enforcing criminal laws of the United States. As a result of this broad spectrum of duties and services, the Department touches the lives of most

Americans.

The people who deal with the Department bring with them a wide variety of backgrounds, cultures, and experiences. A diverse workforce enables the Department to provide a measure of understanding to its customers by relating to the diverse background of those customers. By including employees of all backgrounds, all DOI employees gain a measure of knowledge, background, experience, and comfort in serving all of the Department's customers.

In order to determine if there are barriers in our recruitment and selection processes, DOI must track the demographic groups that apply for its jobs. There is no other statistically valid method to make these determinations, and no source of this information other than directly from applicants. The data collected is not provided to selecting officials and plays no part in the merit staffing or the selection processes. The data collected will be used in summary form to determine trends covering the demographic make-up of applicant pools and job selections within a given occupation or organizational group. The records of those applicants not selected are destroyed in accordance with DOI's records management procedures.

II. Data

(1) Title: Applicant Background Survey.

OMB Control Number: 1091-0001.

Current Expiration Date: July 31, 2012.

Type of Review: Information Collection Renewal.

Affected Entities: Applicants for DOI jobs.

Estimated annual number of respondents: 366,680.

Frequency of Response: Once per job application.

(2) Annual reporting and record keeping burden: Average reporting burden per application: 1 minute.

Total annual reporting: 6111 hours.

(3) Description of the need and use of the information: This information is required to obtain the source of recruitment, ethnicity, race, and disability data on job applicants to determine if the recruitment is effectively reaching all aspects of relevant labor pools and to determine if there are proportionate acceptance rates at various stages of the recruitment process. Response is optional. The information is used for evaluating recruitment only, and plays no part in the selection of who is hired.

As required under 5 CFR 1320.8(d), a Federal Register notice soliciting comments on the collection of information was published on April 12, 2012 (77 FR 21992). One comment was received. This notice provides the public with an additional 30 days in which to comment on this information collection activity.

III. Request for Comments

Comments are invited on: (a) whether the collection of information is necessary for the proper performance of the agency, including whether the information shall have practical utility; (b) the accuracy of the agency's estimate of the burden of the proposed information collection; (c) ways to enhance the quality, utility and clarity of the information to be collected; and (d) ways to minimize the burden of the information collection on respondents, including through the use of automated collection techniques

or other forms of information technology.

Burden means the total time, effort, or financial resources expended by persons to generate, maintain, retain, disclose or provide information to or for a federal agency.

This includes the time needed to review instructions; to develop, acquire, install and utilize technology and systems for the purpose of collecting, validating and verifying information, processing and maintaining information, and disclosing and providing information; to train personnel and to be able to respond to a collection of information, to search data sources, to complete and review the collection of information, and to transmit or otherwise disclose the information.

Before including your address, phone number, email address, or other personal identifying information in your comment, you should be aware that your entire comment, including your personal identifying information, may be made publicly available at any time. While you can ask us in your comment to withhold your personal identifying information from public review, we cannot guarantee that we will be able to do so.

All written comments will be available for public inspection in the Main Interior Building, 1849 C Street, NW, Washington, DC during normal business hours, excluding legal holidays. For an appointment to inspect comments, please contact Ophelia Anderson by telephone on (202) 219-0805, or by email at Ophelia_Anderson@ios.doi.gov. A valid picture identification is required for entry into the Department of the interior.

Sharon D. Eller
Director, Office of Civil Rights,
Office of the Secretary

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